Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200043-8

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. 06

1. TITLE OF REPORT (If a fill-in report include Form No.)

Weekly and Interim Reporting of Significant Activities

2. TYPE OF REPORT: [ ] STATISTICAL [X] NARRATIVE [ ] MACHINE-NAME LIST

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [X] SECURITY [ ] OTHER (specify); [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: 13

5. FREQUENCY (weekly, monthly, quarterly, etc.): Weekly

6. DISTRIBUTION (No. of components n number of copies): 8

7. FORMAT (memorandum, form computer print-out, etc): Memorandum

8. ADP PROCESSING: [ ] YES [X] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: DDS

10. PREPARING COMPONENT (Include lowest level contributing information to report): OS/EPD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necess: 18 - DDS Log

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-07	$ 3.89		10 min.		$ .65		52		$ 33.80
GS-13	8.06		45 min.		6.03		52		313.80
GS-15	11.00		15 min.		2.75		52		143.00
GS-16	12.76		10 min.		2.12		52		110.24
GS-18	17.07		05 min.		1.42		52		73.84
									$ 674.68

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